

Kansas Criminal Justice Coordinating Council

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FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

**Fiscal Year 2007
Grant Application**

APPLICATION DEADLINE:

RECEIVED BY 5:00 P.M. APRIL 24, 2006

**FEDERAL EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT
(JAG)**

GRANT APPLICATION PACKET

15 APPLICATIONS (ONE ORIGINAL AND 14 COPIES)
SHOULD BE FORWARDED TO

GOVERNOR'S GRANTS PROGRAM
LANDON STATE OFFICE BUILDING
900 SW JACKSON, ROOM 304 N
TOPEKA, KS 66612-1220

APRIL 24, 2006

APPLICATIONS NOT **RECEIVED** BY 5:00 P.M., APRIL 24, 2006 WILL NOT BE ACCEPTED

Voice 785-291-3205

PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED IN WRITING.

GUIDELINES

FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT GUIDELINES

The Kansas Criminal Justice Coordinating Council (KCJCC) establishes policies and procedures for the Federal Edward Byrne Memorial Justice Assistance Grant (**JAG**). The **JAG** program is authorized by Federal Law 42 U.S.C. 3250. A state strategy on the use of **JAG** funds has been developed by the KCJCC and can be found at www.ksgovernor.org. This strategy outlines the KCJCC priorities for Federal Fiscal Years 2005-2008.

The KCJCC wants applicants to be aware that the state received another reduction of more than one million dollars in grant funding for Federal Fiscal Year 2006. Also, the President's Federal Fiscal Year 2007 budget proposes eliminating the **JAG** program beginning July 1, 2007. Therefore, the KCJCC will give priority to existing programs and encourages applicants to begin planning for the possibility that this may be the last year for this federal grant program. The amount of available funds the KCJCC will have to award for State Fiscal Year 2007 is approximately \$2.2 million.

CRITERIA & APPLICANT ELIGIBILITY

The KCJCC and the Federal **JAG** Program Guidelines establish eligibility criteria that must be met by all organizations that receive **JAG** funds. These grant funds are to be awarded to **units of state and local government and Native American Tribes and not for profit, community and faith-based organizations**. Applicants that apply for **JAG** funds directly from the Federal Bureau of Justice Assistance also are eligible to apply for the state **JAG** program.

The KCJCC developed the following priorities for the 2005-2008 Kansas **JAG** Strategy. The primary intended use of **JAG** is to support: (1) law enforcement programs; (2) prosecution and court programs; (3) prevention and education programs; (4) corrections and community corrections programs; (5) drug treatment programs; and (6) planning, evaluation and technology improvement programs.

Federal **JAG** funds cannot supplant other funds. Each applicant must meet the following requirements:

1. Grant funds must be requested within the six purpose areas. Since this grant is competitive, there is a yearly application process with no guarantee of continued funding.
2. Applicants should be aware that the KCJCC will give priority to existing grant projects that are successful. **The KCJCC will be cautious about awarding any new or developing grant projects since federal funding for the JAG program is proposed to be eliminated.**

MATCH REQUIREMENTS

The KCJCC has determined match requirements for the **JAG** program. The purpose of matching contributions is to increase the amount of resources available to the grant projects supported by grant funds. A non-federal cash match is required for this grant program and must be committed at the time of application. The matching requirement is waived for Native American Tribes. All matching funds are subject to the identical allowable expenditures and other financial rules for the **JAG** program. In addition, matching funds cannot supplant other funds. The percent of matching funds for each year of funding are:

1. First Year, 25% non-federal cash match
2. Second Year, 30% non-federal cash match
3. Third Year, 50% non-federal cash match
4. Fourth and Subsequent Years, 75% non-federal cash match

The year of funding and the match requirement will be based on the applicant's receipt of BYRNE and JAG grant funds in prior years. For example, if the applicant had a grant project that had been funded for one year with BYRNE grant funds and one year with JAG grant funds, the JAG grant application should note that it is the third year of funding and required match is 50 percent.

Any applicant may request a waiver to the increase in match requirements. A request for an waiver to the match requirement must be included in the grant application match information section with sufficient justification as to why the applicant cannot meet the increased match requirement. The applicant should keep in mind that due to limited funds there is no guarantee that the waiver will be approved.

COMPLIANCE WITH FEDERAL RULES REGULATING GRANTS

Applicants must comply with the applicable provisions of **JAG** and the requirements of the Federal Office of Justice Programs Financial Guide, 1-800-458-0786 or <http://www.ojp.usdoj.gov/FinGuide>, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of **JAG** funds. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable **JAG** activities; grant project files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit and grant analysis.

PROGRAM INCOME

Applicants generating program income must ensure that they have the capability to track grant project income in accordance with federal and state financial accounting requirements. All **JAG** funded grant project income, no matter how large or small, is restricted to the same uses as the **JAG** project and must be expended as soon as possible. Program income from asset seizures and forfeitures is considered earned when the court has adjudicated the property.

Adherence to use of program income must meet the guidelines established by the U. S. Department of Justice, Office of the Comptroller, Federal Office of Justice Programs Financial Guide, 1-800-458-0786 or <http://www.ojp.usdoj.gov/FinGuide>, effective edition.

LIMITATIONS OF GRANT FUND USE

These grant funds shall not supplant other funds that would otherwise be available for the grant project purpose. The KCJCC has determined that the following limitations will apply:

1. Personnel requests shall be based on gross earnings.
2. **JAG** project funds will not reimburse fringe benefits in excess of 35% of total wages.
3. **JAG** project funds will not reimburse mileage in excess of \$.37 per mile or the applicant's approved policy rate, whichever is lower.
4. Hospitality costs cannot be charged to the **JAG** project; food and beverages are allowable only if an integral and essential part of the proposed grant project.
5. **JAG** project funds will not reimburse equipment costs in excess of the following:
 - a. Digital cameras \$1,300
 - b. Covert surveillance camera \$8,300
 - c. Surveillance camera \$5,065 (microwave, black & white)
 - d. Surveillance camera \$ 750 (wireless system/not microwave)
 - e. Weapons \$ 750
 - f. Camcorder \$1,000
 - g. Bulletproof vests \$ 700
 - h. Computers including printer \$2,000
6. Supplies must be itemized; all miscellaneous supplies will be denied.
7. **JAG** grant project funds will not fund:
 - a. Leasing of vehicles
 - b. Purchasing of vehicles
 - c. Maintenance of vehicles
 - d. Insurance for vehicles
 - e. Drug dogs
 - f. Office furniture
 - g. Monthly utilities
 - h. Monthly telephone expenses
 - i. Land acquisition
 - j. Construction projects, with exception of penal institutions
 - k. Exterminators
 - l. Rent
 - m. Equipment replacement
 - n. Laptop computers for university patrol vehicles
 - o. Portable breath testers
 - p. Radar and radar trailers
 - q. Push bumpers
 - r. Molded seats for patrols cars
 - s. Auto maintenance
 - t. Tanks or armored vehicles
 - u. Limousines
 - v. Yachts
 - w. Fixed-winged aircraft
 - x. Real estate
 - y. Rifles for cities
 - z. Ballistic vests as used for SWAT

KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM COMPLIANCE

Any applicant requesting funds for developing or improving its information systems must include specific information in the KCJIS section of the application. The applicant shall include a written plan detailing the steps that will be taken to become KCJIS compliant. This plan shall include a letter from the Kansas Criminal Justice Information System Development Manager that states the proposed grant project will comply with KCJIS. The applicant also should be aware that if awarded grant funds, failure to establish connectivity with KCJIS and submit information electronically may result in a delay, decrease and/or suspension of the **JAG** award.

GRANT APPLICATION DEADLINE

Each grant application must be **received** in the Governor's Office **no later than 5:00 p.m., April 24, 2006**. The original and 14 copies should be forwarded to the following address:

**Governor's Grants Program
Landon State Office Building
900 SW Jackson, Room 304 N
Topeka, KS 66612-1220**

GRANT PROJECT PERIOD

Each grant project funded by this grant program shall be for a period of **12 months from July 1, 2006 to June 30, 2007**. Any funds not expended by June 30, 2007, must be returned to the Office of the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the JAG grant:

1. The monthly **Financial Status Report** provides fiscal information on expenditures during the month. Monthly reimbursements will be made based on this expenditure report. These reports are due 15 days following the end of each month.
2. The quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with the grant funds and is to be submitted 15 days following the end of each quarter.
3. The **Program Income/Expenditure Report** is due within 15 days after the close of a quarter to provide information regarding program income/expenditures incurred during the reporting period.
4. The **Projection of Final Expenditures Report** is due prior to the last quarter of the grant project period.
5. The Governor's Grants Program staff will conduct grant project analysis and on-site grant compliance reviews.
6. Any other reporting procedures which may be required by the federal government, the KCJCC or the Governor's Grants Program Staff at any time.

Copies of receipts must be maintained at the local level for a period of five years past the close of the grant project period.

GRANT REVIEW PROCESS

The Kansas Criminal Justice Coordinating Council will make the final grant award decisions for all applications. The Council may use reviewers to help in the decision making process of the grant applications.

Each applicant will be notified in writing of the grant award decision.

INSTRUCTIONS

ATTENTION

Please read the following before completing and submitting the FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) application.

Please submit the application and the attached forms typed or word processed in Times New Roman 12 point font size or larger.

The Governor's Grants Program staff will conduct a preliminary review of all **JAG** applications.

Due to the competitive nature of the grant award process, applications that are incomplete or not submitted correctly will not be considered for a grant award by the Kansas Criminal Justice Coordinating Council.

An incomplete application means the following:

- < Application is missing information;
- < Incorrect forms were used;
- < Application is not in the correct order; or
- < Insufficient number of copies submitted.

GENERAL INSTRUCTIONS

Submit the application and the attached forms typed or word processed in Times New Roman 12 point font size or larger. Use the attached forms where applicable. Keep the information as brief as possible and explanatory statements clear and concise. Staple applications in the upper left-hand corner and number all pages in the bottom right-hand corner. The first two pages have been numbered. **Do not submit any items not specified in the Summary of Contents, (i.e. pictures, news articles, letters of support), other than those requested. Do not include covers, appendices, fancy bindings, artwork, brochures, etc.** These items will be removed prior to the review.

#1 GENERAL INFORMATION FORM

#2 SUMMARY OF CONTENTS

#3 **PRIOR ACCOMPLISHMENTS**

Directions: Please share specific agency accomplishments from the previous 12-month period. Describe any evaluations conducted and explain the results. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives. Describe how these accomplishments tie to the Kansas **JAG** Strategy found at www.ksgovernor.org. Information should be provided that includes how the applicant will absorb the grant project in future years.

****Please note, sections 4, 5, 6 and 7 are related. The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project's performance measures and results should be used to demonstrate progress made toward achieving the proposed goal(s) and objectives.**

#4 **PROBLEM STATEMENT AND NEEDS ASSESSMENT**

Directions: Submitting an application presumes there is a definable problem, which will be solved either in whole or in part by the grant project for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the problem in the applicant's service area and its severity. Clearly and concisely define the problem using facts and statistics that support the contention that there is in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, law enforcement reports, number of 911 calls, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc. **If the request for funds has increased from the previous year's grant award, explain the need for additional funds and explain what additional activities and/or services will be provided. The application should include an explanation on how the proposal ties to the Kansas JAG Strategy.**

If the applicant applied directly to the Federal Bureau of Justice Assistance for JAG funds, explain what was requested and why state JAG funds also are needed.

#5 **PROPOSED GRANT PROJECT GOAL(S)**

Directions: State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the entire agency goal(s). However, the goal(s) for the grant project should be consistent with the agency's mission and overall goal(s), as well as the needs assessment's results and how it ties to the Kansas **JAG** Strategy.

PROPOSED GRANT PROJECT OBJECTIVES

Directions: List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goal(s) and objectives.

Example:

Goal I: Teen drug involvement in Springfield will decrease.

Objective	Activities	Person Responsible	Time Frame
1. Three drug elimination specialists will be hired.	1. Job notices will be posted. Interviews will be conducted.	1. Program Director	1. July 1, 2006 - August 31, 2006
2. Drug use among junior high students will decrease by 5% as measured by 2006 KCC survey results.	2. Drug curriculum will be implemented. Classes will participate twice a week during the school year.	2. Drug elimination specialists	2. September 1, 2006 - May 31, 2007
3. Junior high students will participate in the peer mediation program.	3. (a) Students will vote for peer mediators. (b) Mediation program will meet once a week.	3. (a) Drug elimination specialists (b) Drug elimination specialists and peer mediators	3. (a) By December 31, 2006 (b) January 1, 2007 - May 31, 2007; Progress will be monitored monthly.

#7

PROPOSED GRANT PROJECT PERFORMANCE MEASURES AND DETERMINING RESULTS

Directions: Describe the procedure for monitoring the proposed grant project. What data will be collected and how will the information that is monitored be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of activities and/or services provided through the proposed grant project. This should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the proposed grant project was implemented and if it achieved the results expected based on the evaluation and data collected.

#8

COMPLIANCE WITH KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM (KCJIS)

Directions: If requesting funds to improve technological information systems, the applicant shall include a written plan detailing the steps that will be taken to become KCJIS compliant. This plan shall include a letter from the Kansas Criminal Justice Information System Development Manager stating the proposed grant project will comply with KCJIS.

#9

PROPOSED GRANT PROJECT STAFFING PATTERN

Directions: Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s) and objectives. Include all persons responsible for achieving the success of the proposed grant project, as well as the individuals' supervisors. Also include staff responsible for monitoring the proposed grant project's progress.

#10

PROPOSED GRANT PROJECT COLLABORATION

Directions: Grant funds are maximized when community agencies work together at all levels. Therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

#11

CIVIL RIGHTS CONTACT INFORMATION

Directions: Applicants must include the name, address and telephone number of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

#12

MATCH INFORMATION

Directions: If the applicant cannot meet the required match, the applicant must include detailed information justifying a request to waive the match requirement. Please type N/A for this section if a request to waive the match is not needed. The applicant should keep in mind that due to limited funding there is no guarantee that the match waiver will be approved.

#13

BUDGET SUMMARY FORM

Directions: Complete the Budget Summary Form as accurately as possible. All amounts must be rounded off to the nearest whole dollar. The request should be reasonable to reach the proposed grant project goal(s) and objectives. When listing Personnel positions, **circle after each position whether it is a new position (N) or an existing position (E) to the agency. Each position has only one title.** Use only the official title on the Budget Summary Form and in the Budget Narrative. Please state any new job duties or functions in the Budget Narrative. The federal portion and match requirement percentages at the bottom of this form should coincide with the number of years the project has been funded, as outlined in the Match Requirements section of the Guidelines, as well as the YEAR of funding section on the General Information Form.

The Budget information should be based on the project year and not on any match waiver request.

BUDGET NARRATIVE

Directions: Describe in detail each item listed in the Budget Summary Form. Please state any new job duties or functions of personnel listed. **Show all calculations used to arrive at each line item request.** For example, for items such as personnel, show the annual salary rate and the percentage of time devoted by each personnel position to be paid for with these funds. For fringe benefits, show the specific rate being applied to each benefit, etc. If the position is not expected to be filled for the entire 12-month grant project period, prorate the salaries and fringe benefits to reflect the same time frame used in the proposed grant project goal(s) and objectives.

Follow the format below when writing each budget category in the budget narrative. An example is provided.

Example:

Name/Position or Item With Description	Purpose	Location, if applicable	Computation	Request
Personnel: Project Director (N)	To implement proposed objectives		\$12.00 per hour x 1914 hours (2080 x 11/12 mo.)	\$ 22,968
Fringe Benefits: FICA	Employer's Share		22,968 x 7.65%	\$ 1,757
Travel/Training:* Conferences/Workshops	Drug Prevention Training	Kansas City, KS	200 miles x .37 \$95 x 2 nights lodging; meals at \$30/day x 2 days	74 190 <hr/> 60 \$ 324
Stopping Drug Use Among Youth	Educate Staff	Salina, KS	180 miles x .37 \$55 x 5 nights lodging; meals at \$24/day x 5 days	\$ 67 275 <hr/> 120 \$ 462
Equipment:** 1 ABC computer	For use by the project director	USD 123 school building	computer \$900	\$ 900

***Please note that for purposes of this application and grant program, JAG grant funds will not be used to reimburse mileage expenses in excess of .37 cents a mile or the applicant's approved policy rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds or match administered by the KCJCC or the Governor's Grants Program can make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more. If requesting equipment, please provide a "priority" list according to the applicant's need.**

#15

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Directions: The applicant must carefully read, sign and submit the certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements.

#16

CURRENT AUDIT REPORT

Directions: If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

If the applicant is a not for profit or faith based organization, include one copy of a current audit report and provide information on local audit procedures. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be, addressed by the applicant.

If the Governor's Grants Office has previously received a copy of the most current audit report, please state it in the application and include information on what period was covered, who did the audit and when it was done.

ATTACHMENTS

[GENERAL INFORMATION FORM](#)

[SUMMARY OF CONTENTS](#)

[BUDGET SUMMARY FORM](#)

[CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS](#)